

ENGINEERING HERITAGE AUSTRALIA WEBSITE

EHA WEBSITE GUIDELINE

Website Purpose:

The EHA website is to enable access to engineering heritage knowledge by the general public, social historians, engineering heritage historians and heritage engineering professionals. The website will also provide access to an archive of public information developed by EHA's recognition, oral history, award, conference and communication programs.

Website Governance:

The EHA Committee will establish an 'EHA Website Committee' with Terms of Reference as per Appendix A. The EHA Committee will appoint a member, or a co-opted member, of the EHA Committee to be the Chair (EHA Webmaster) of the 'EHA Website Committee'. Members of the 'EHA Website Committee' will be nominated by the Chairs of EHA Branches and the Chair of the EHRP Committee.

The EHA website has been established with the Private F+C permission which means everyone can read, only Users can edit; and only Admins can approve User access. Admins also have additional editing options including page deletion which are not available to Users. Approval of admins access is managed by the EHA Webmaster acting as the MyWikis account owner. More information on access options is available at <https://www.mywikis.com/privacy>.

Management of the EHA website is enabled by knowledge of the MyWikis EHA account owner's email address and password with the provider MyWikis, see login at <https://www.mywikis.com/>. The EHA Webmaster will keep the MyWikis account owner's email address and password confidential, but for security and succession purposes will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.

At least yearly the EHA Webmaster is to provide a report that provides website statistics. Standard statistics are available as per the example to the right. Using a spreadsheet, the EHA Webmaster will report current totals and changes since the last report.

Statistics

Page statistics	
Content pages	6
Pages (All pages in the wiki, including talk pages, redirects, etc.)	2,103
Uploaded files	945
Edit statistics	
Page edits since Engineering Heritage Western Australia was set up	11,063
Average edits per page	5.26
User statistics	
Registered users (list of members)	17
Active users (list of members) (Users who have performed an action in the last 30 days)	7
Bots (list of members)	1
Administrators (list of members)	6
Interface administrators (list of members)	1
Bureaucrats (list of members)	2
Suppressors (list of members)	0
MyWikis Staff (list of members)	1
Widget editors (list of members)	0
Other statistics	
Words in all content pages	32,777

Privacy and Copyright:

As everyone can read and copy all EHA webpages, only public information is to be added to the website. Where appropriate, attribution of sources is to be included.

The Webmaster is to ensure all admins and users are made aware of and comply with copyright obligations as documented in 'Historians & Copyright' published by the Australian Copyright Council. Copies of this document are available from <https://www.copyright.org.au/resources>.

EHA website content is published under a Creative Commons Attribution-Non-Commercial 4.0 International license. More information is available from the Australian Copyright Council at <https://www.copyright.org.au/search?keyword=creative%20commons&page=1>.

The only private information to be collected by the website is information necessary to manage access by admins and users. This information is stored by the provider MyWikis and will be managed in accordance with EA's privacy policy at <https://www.engineersaustralia.org.au/privacy-policy>.

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OPERATING MANUAL

Introduction:

Engineers Australia (EA) provides a suite of websites accessible by the general public and its members. Sites currently provided by EA are:

General Public: <https://www.engineersaustralia.org.au/>
Members Portal: <https://portal.engineersaustralia.org.au/home/nofilter>
EA OnDemand: <https://eaondemand.engineersaustralia.org.au/>
EA Xchange <https://eaxchange.engineersaustralia.org.au/home>

Engineering Heritage Australia (EHA) is a Special Interest Centre as per Regulation 4.14 in the Engineers Australia General Regulations and has specific webpages within the above EA websites. These pages are:

General Public: <https://www.engineersaustralia.org.au/engineering-communities/engineering-heritage-australia-0>
Members Portal: <https://portal.engineersaustralia.org.au/heritage/search>
EA Xchange: <https://eaxchange.engineersaustralia.org.au/communities/community-home?CommunityKey=d922fe51-8169-40f0-93bc-cb19a902826c>

During its meeting on 16 March 2022 EHA decided to progress the development of an EHA wiki website to ensure the collection, archiving and availability of the engineering heritage knowledge that has been developed since the formation of EHA in 1979. With support from EA, a website that uses the MediaWiki software with the address

https://heritage.engineersaustralia.org.au/wiki/Main_Page was established in June 2023.

Functionality:

As the website's purpose is to enable access to knowledge, suitable internet software that has been developed for this purpose is Wiki software. Wiki software is where users collaboratively modify content managed by a wiki engine or content management system. There are a number of wiki engines available, with the most supported engine being MediaWiki which powers Wikipedia. MediaWiki is also used by NASA, universities and museums for their in-house knowledge management. MediaWiki is an open-source software that is maintained by the Wikimedia Foundation.

As EHA does not have the expertise to configure and maintain internet software or manage servers, these services are being purchased from MyWikis, see <https://www.mywikis.com/>. Services are being purchased under the Quantum plan at a cost of US\$300 per year, details of which are available at <https://www.mywikis.com/plans>. This plan includes two wikis with additional wikis costing US\$60 per year. Included storage is 100GB with additional storage available for purchase.

Digital Information:

All EHA documents, images and information accessed or created for websites or Committees are to be stored as digital versions only. EHA does not have paper archives. Earlier paper documents, where available, are to be scanned and only digital versions retained. All digital material is to be stored on the Engineering Heritage Australia Google Drive.

The webmaster for the Engineering Heritage Australia wiki website manages the Engineering Heritage Australia Google Drive and is the custodian for the heritage.engineersaustralia@gmail.com password. For emergency use only, this password is also advised to the Chair, Deputy Chair of EHA and a nominated representative from EA; and if none nominated, the current EA Learned Society Advisor to EHA.

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While MediaWiki can load png, gif, jpg, jpeg, webp, docx, doc, pptx, ppt, xlsx, xls, pdf, svg, ico and txt files, the EHA website will only use png, jpg or jpeg for images and pdf for all documents. Use of the pdf format maintains document layout when displayed on various screens and signals that website documents are for information, not for editing.

MediaWiki does not support the loading of video files. If a video file is required, it should be loaded to an appropriate website such as YouTube and then in the MediaWiki webpage simply insert an external link to the location of the video file.

Website Menu Structure:

The finding of and access to MediaWiki webpages can be done in several ways with the primary approach being use of a menu structure supported by the Search option. As the EHA website needs to support the heritage engineering area of practice as well as the recognition, protection, conservation and recording of Australia's engineering, industrial and technological achievements, a menu structure has been developed as per the attached Appendix B. For searching, the website also supports categories as described in Appendix C.

Help about MediaWiki and EHA Quick Reference/Cheat Sheet

MyWikis maintains a Knowledgebase at <https://panel.mywikis.com/index.php?rp=/knowledgebase> with specific help information on how wikis are hosted, billed, configured and maintained by MyWikis. For configuration changes and issues not covered by the Knowledgebase webpages, MyWikis maintains an email help desk, but this email help desk can only be accessed by the EHA Webmaster acting as the account owner using the account owners confidential email address and password.

The MediaWiki community maintains very comprehensive 'Help about MediaWiki' documentation that is available from the 'Tools' menu on every page, or direct from <https://www.mediawiki.org/wiki/Help:Contents>. This page provides a structured table of contents and a search option for specific topics.

Developed for users of the https://heritage.engineersaustralia.org.au/wiki/Main_Page website, a Quick Reference/Cheat Sheet has been established to assist in the training of new users in the creation and editing of MediaWiki webpages. A copy of the current Cheat Sheet is attached as Appendix D.

List of Appendices

- Appendix A EHA Website Committee - Terms of Reference.
- Appendix B EHA Website Menu Structure.
- Appendix C EHA Category Tree for Engineering Themes, Eras, Heritage Recognition, Organisations, People and Regions.
- Appendix D EHA Wiki Website: Cheat Sheet.

List of Work Instructions

- Work Instruction 1: Creating Webpages for biographies.
- Work Instruction 2: Creating Webpages for EHRP Items.
- Work Instruction 3: EHA Google Drive.
- Work Instruction 4: File Naming in the EHA Google Drive.
- Work Instruction 5: EHA Wiki Website Introduction/Training Material

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APPENDIX A: EHA WEBSITE COMMITTEE - TERMS OF REFERENCE

Authority and Establishment:	
Establishment:	The Engineering Heritage Australia (EHA) Website Committee is established by the EHA National Committee in exercise of its powers conferred under Regulation 4.14 of the General Regulations as amended.
Governance:	
Who the Committee reports to:	<p>The Committee reports to the EHA National Committee on the strategies, policies and performance of the EHA Website and associated EHA Drive. The Committee is required to:</p> <ul style="list-style-type: none"> Operate and conduct its affairs within: <ul style="list-style-type: none"> the Royal Charter and By Laws; the General Regulations; these Terms of Reference; Engineers Australia's Policies, Procedures and relevant Management Instructions; and EA IT Governance arrangements. Promote best practice governance and management for its operations.
Size, Appointments, Nominations and Casual Vacancies:	<p>The Committee is to comprise a minimum of five and a maximum of eleven members. The Chair is appointed by the EHA National Committee. Each of the EHA Branches and the EHRP Committee have a standing invitation to nominate a member of the EHA Website Committee. If each of the Branches and the EHRP Committee nominated a member, there would be 10 members plus an EHA appointed Chair.</p> <p>Casual vacancies can be filled by the Committee Chair at any time with EHA National Committee approval being obtained on an annual basis.</p> <p>The Chair of EHA is an <i>ex-officio</i> member of the EHA Website Committee.</p>
Term of Office:	The term of office of Committee members shall be two years beginning on 1 January the year following their appointment. Members of the Committee may be reappointed to serve additional terms to ensure continuity of the work of the Committee. To ensure renewal of Committee membership, a member can serve a maximum of 10 years.
Corresponding Members:	The Committee may co-opt additional members or other persons, including student members, from time to time as corresponding members to address specific issues or assist with the work of the Committee. Such members do not have any formal role or voting rights. The term of office of a co-opted member shall be one year beginning on 1 January the year following their appointment.
Appointment of Chair and Deputy Chair:	<p>The Chair will be appointed by the EHA National Committee. The Chair is to be either a member, or a co-opted member, of the EHA National Committee. Nominations for Deputy Chair will be sought from members of the EHA Website Committee and appointed by the EHA National Committee.</p> <p>The Chair and Deputy Chair will hold office for a two-year term commencing 1 January the year after they are appointed. The Chair and Deputy Chair may be reappointed for further terms but may only hold that office for a maximum of 6 years.</p> <p>The EHA National Committee may by resolution remove a Chair and/or a Deputy Chair.</p>

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Purpose, Roles and Key Activities:	
Purpose:	<p><i>The purpose of the EHA Website is to:</i></p> <ul style="list-style-type: none"> • Enable access to engineering heritage knowledge by the general public, social historians, engineering heritage historians and heritage engineering professionals. The website will provide access to an archive of public information developed by EHA's recognition, oral history, award, conference and communication programs. <p><i>The purpose of the associated EHA Drive (cloud storage) is to:</i></p> <ul style="list-style-type: none"> • Provide a secure, controlled access digital storage of information for EHA and its Branches. Information stored comprise EHA records and other collected information comprising documents, photographs and other media relating to the professional practice of heritage engineering, engineering heritage and the history of engineering in Australia.
Roles:	<p><i>The role of the Committee is to:</i></p> <ul style="list-style-type: none"> • Ensure the EHA Website and EHA Drive are consistent with the EHA strategic plan, and EA and EHA web management policies; • Provide a forum for the discussion and review of opportunities provided by the internet for the promotion and dissemination of information on EHA and its activities; • Provide advice and support to the Committee Chair (EHA Webmaster) in relation to the management of the EHA Website and EHA Drive; • Ensure compliance with EA IT policies and management requirements as set out in the EHA Website Guideline and Operating Manual as approved by the EHA National Committee and endorsed by Engineers Australia; • Advise the EHA National Committee on policy related to the management and operation of the Website and its associated EHA Drive; <p><i>The role of the Committee Chair (EHA Webmaster) is:</i></p> <ul style="list-style-type: none"> • Manage, maintain and develop the EHA Website and associated EHA Drive consistent with the EHA strategic plan and the approved Guideline and Operating Manual; • Ensure the accuracy, timeliness and relevance of material supplied for posting on the EHA Website; • Liaise with EHA and its Branch members to provide advice and to facilitate information transfers for the ongoing development and management of the EHA Website and the EHA Drive;
Key Activities:	<p><i>The EHA Website Committee's key activities are:</i></p> <ul style="list-style-type: none"> • Prepare and periodically review a risk management plan to provide for appropriate security and to ensure the ongoing capability of the EHA Website and EHA Drive to deliver on their stated purpose; • Produce a summary of the meeting's decisions and an action list after each meeting and make these available to the EHA National Committee on request; • Provide an annual report on the development and management of the EHA Website and EHA Drive, including comparative statistics, to the EHA National Committee. <p><i>The Committee Chair's (EHA Webmaster) key activities are:</i></p> <ul style="list-style-type: none"> • Approve user access to the EHA Website and Viewer and Editor access to the EHA Drive;

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	<ul style="list-style-type: none">• Ensure appropriate training is provided to new users before approving access to the EHA Website;• Ensure EHA Website and EHA Drive account owner's email address and password are kept confidential, but for security and succession purposes will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.• Liaise with EA IT to ensure the cost-effective and timely payment of any fees and charges associated with the Website and the EHA Drive.• Approve appointment of corresponding members to fill casual vacancies and report membership to the EHA National Committee on an annual basis.
Meeting Arrangements:	
Meeting Arrangements:	<ul style="list-style-type: none">• The Committee shall meet at least four times each calendar year. Additional meetings may be held as required.• The Committee may meet and resolve its business either in person or via video meetings. An audio connection to a video meeting is sufficient for a member to be considered present at a Committee meeting.

APPENDIX B: - EHA WEBSITE - MENU STRUCTURE

EHA WEBSITE MENU STRUCTURE

TOP MENU ITEMS (appears at the top of every webpage)

Drop down menu items

Engineering Heritage Australia

Heritage Engineering

- Heritage Engineering Home
- University of Canberra Course
- Conservation and Heritage Area of Practice
- Heritage Engineering Resources
 - Guidelines
 - Practice Notes
 - Other
- Bibliography
 - National Bibliography
 - State Bibliographies
- Units and Conversions
- Links to Heritage Websites

Engineering Heritage

- Engineering Heritage Home
- Awards
 - John Monash Medal
 - Colin Crisp Award
 - Award of Merit
- Engineering Heritage Register – EHIM, EHNM and EHM Markers
- Engineering Heritage Register – Items of Engineering Interest
- EHRP Guidelines and Templates
- Oral History Program
 - National Oral History Interviews
 - State Oral History Interviews
 - Oral History Guidelines
- Biographies
 - National Biographies
 - State Biographies
 - Biography Guidelines
- Eminent Engineers
 - State links

CONTENT

- Map of Australia with EHRP places + Current Items
- Summary information describing required knowledge and experience including reference to Area of Practice documentation
- Current information on the Canberra course
- Information on Chartered/State Registration processes
- Information that is available to assist practicing heritage engineers (Areas of Practice - buildings, rail, maritime, aviation, machinery, ?)
- Conservation of Australia's Heritage - An Engineers Guide
- See <https://www.engineersaustralia.org.au/Communities-And-Groups/Special-Interest-Groups/Engineering-Heritage-Australia/About-EHA>
- Could include copies of superseded standards
- Table of published material (links to digital biographies if out of copyright)
- Webpage for each State with relevant State specific books/publications
- Webpage that provides details of imperial and metric units of measurement used in engineering heritage documents and their conversion.
- Table of websites that are relevant to 'Heritage Engineering' and 'Engineering Heritage'
- Link to EA nomination pages, see <https://aeea.engineersaustralia.org.au/engineering-heritage-australia-awards/>
- Tables of past winners with citations
- Tables of past winners with citations
- Tables of past winners with citations
- Table in alphabetical order plus lists sorted by State and lists sorted by Level of Recognition
- Table in alphabetical order plus lists sorted by State and lists sorted by Level of Recognition
- Table of interviewees and links to transcripts and/or .mp3 audio files
- Webpage with State tabs similar to https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State
- <https://www.engineersaustralia.org.au/sites/default/files/Learned%20Society/Oral%20History%20Guideline.V3.November%202017%20LD.pdf>
- Criteria for inclusion to be included on web page
- Table of biographies provided by Bruce Cole (at this stage only include ones not included in 'Anything is possible')
- Webpage with State tabs similar to https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State
- Criteria for inclusion to be included on web page
- Table with Eminent Engineers, Hall of Fame, EA Presidents, Division Presidents, Honorary Fellows

ENGINEERING HERITAGE AUSTRALIA WEBSITE

Engineering History

Engineering History Home

Australia’s Engineering History

State Engineering Histories

Engineers Australia

EA History

EA Journals and Transactions

Engineering Heritage Australia

EHA's History

EHA Publications

EHA Conferences

Engineering Organisations

National Organisations

State Organisations

Engineering Themes

Engineering Timeline

National Timeline

State Timelines

Story of engineering in Australia, summary with references

Home page with separate pages for the story of engineering in each State

Access to Indexes and digital versions scanned by B Taaffe (1920 to 1928 available on EA Publications webpage)

Document (to be written) providing the story of EHA (include lists of Chairs/members where available.)

List of the books published by EHA and the Divisional Groups

Table of Conferences with links to papers scanned by B Taaffe or available from the Informit Engineering Collection

Story of National engineering organisations where available

Webpage with State tabs similar to https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State

Story for each of the Engineering Themes

Table of dates and brief descriptions of new engineering technologies

Timeline of engineering developments of national importance

Webpage for each State with relevant State specific timelines of engineering developments

Engineering Heritage News

Engineering Heritage News Home

EHA Newsletters

EHA Magazine

EHA Bulletin

Listing of future events

Links to past editions

Links to past editions

Links to current and past editions

Tours and Maps

Tours and Maps Home

Walking Tours

Driving Tours

Maps

Table of walking and driving tours that are available with links to downloadable digital versions for each tour

Map of Australia with EHRP Marker places + Map with EHRP Items of Engineering Interest

BOTTOM MENU

Privacy policy

About Engineering Heritage Australia

Disclaimers

Mobile View

DMCA Compliance (Copyright)

Return to top

Appears at the bottom of every page

Privacy statement from EHA

Contact information + EHA Purpose and Vision statements + info on <https://www.engineersaustralia.org.au/Communities-And-Groups/Special-Interest-Groups/Engineering-Heritage-Australia/About-Us> + separate information webpage for each Branch Committee

Disclaimer statement from EHA

Changes from desktop view to mobile view

MyWikis statement regarding compliance with the U.S. Digital Millennium Copyright Act of 1998.

Returns to top of current page

Note: Abbreviations are to be avoided, but if abbreviations are used on a webpage, that webpage is to include a full description for the abbreviations.

APPENDIX C: EHA CATEGORY TREE FOR ENGINEERING THEMES, HERITAGE MARKER PROGRAMS, ORGANISATIONS AND PEOPLE

When selecting categories for a webpage, select the lowest level that is applicable. More detail on what each of the Engineering Themes includes is provided on the next page.
Category Tree is sorted alphabetically:

- ▼ Australia's Engineering Heritage
- ▼ Engineering Themes
- ▼ Civics and Buildings
- ▶ Civics
- ▶ Commercial
- ▶ Industrial
- ▶ Residential
- ▼ Defence
- ▶ Air Force
- ▶ Army
- ▶ Navy
- ▶ Weapons
- ▼ Electricity
- ▶ Applications
- ▶ Generation
- ▶ Transmission
- ▼ Energy
- ▶ Coal
- ▶ Nuclear
- ▶ Oil and Gas
- ▶ Renewables
- ▼ Engineering and Technology
- ▶ Knowledge
- ▶ Leadership and Management
- ▶ Research and Development
- ▼ Information, Telecommunications and Electronics (ITE)
- ▶ Broadcast
- ▶ Computing and Control Systems
- ▶ Telegraph and Telephone
- ▶ Wireless and Digital
- ▼ Mineral Resources
- ▶ Conveyance
- ▶ Mining
- ▶ Treatment
- ▼ Primary Industry
- ▶ Aquaculture
- ▶ Farms and Stations
- ▶ Machinery
- ▼ Secondary Industry
- ▶ Heavy Industry
- ▶ Manufacturing
- ▶ Materials
- ▶ Refineries
- ▼ Transport - River, Rail and Road
- ▶ Rail
- ▶ River
- ▶ Road
- ▼ Transport - Sea, Air and Space
- ▶ Air
- ▶ Sea
- ▶ Space
- ▼ Water
- ▶ Flood Protection
- ▶ Irrigation
- ▶ Wastewater
- ▶ Water Supply
- ▼ Eras
- ▶ 1788 - 1850: Colonial Settlement
- ▶ 1851 - 1900: Gold Rushes
- ▶ 1901 - 1930: Federation
- ▶ 1931 - 1950: Depression and War
- ▶ 1951 - 1980: Australia Develops
- ▶ 1981 - 2000: Technology Changes
- ▶ 2001 - : Global Engineering
- ▶ Pre 1788: Aboriginal Technology
- ▼ Heritage Recognition
- ▶ Engineering Heritage International Marker (EHIM)
- ▶ Engineering Heritage Item of Interest
- ▶ Engineering Heritage Marker (EHM)
- ▶ Engineering Heritage National Marker (EHNM)
- ▼ Organisations
- ▶ Education and Research
- ▶ Institutions and Associations
- ▼ Private Industry
- ▶ Consultant
- ▶ Contractor
- ▶ Manufacturer
- ▼ Public Sector
- ▶ Federal Government
- ▶ Local Government
- ▶ State Government
- ▼ People
- ▶ Biographies
- ▼ Discipline
- ▶ Biomedical
- ▶ Chemical
- ▶ Civil
- ▶ Electrical
- ▶ Environmental
- ▶ Heritage
- ▶ Information Technology and Electronics
- ▶ Leadership and Management
- ▶ Mechanical
- ▶ Mining
- ▶ Structural
- ▼ States
- ▶ Australia
- ▶ Australian Capital Territory
- ▼ New South Wales
- ▶ Sydney's Transport Revolution
- ▶ Northern Territory
- ▶ Queensland
- ▶ South Australia
- ▶ Tasmania
- ▶ Victoria
- ▶ Western Australia

ENGINEERING HERITAGE AUSTRALIA WEBSITE

ENGINEERING HERITAGE THEMES

(a historical listing of the industry/business areas of Australian engineering expertise)

Sorted by Industry:

Engineering Heritage Theme	Sub-Theme/Category	Included Terminology
Engineering and Technology	Leadership and Management	Boards, Governance, Environmental Management, Institutions, Sustainability
	Knowledge	Universities, Colleges, Standards, Planning, Design, CAD, Processes, Systems
	Research and Development	Astronomy, Medical, Machinery, Materials
Mineral Resources	Mining	Underground, Open Cut, Dredging, Quarries, Crushing, Screening
	Conveyance	Haul Roads, Conveyors, Railways, Slurry Pipelines
	Treatment	Copper, Diamonds, Gold, Iron, Lead, Lithium, Mineral Sands, Silver, Tin, Uranium, Zinc
Energy	Coal	Brown, Coking, Thermal
	Oil and Gas	Producer Gas, Oil & Gas Fields, LNG, Fracking, Shale Oil
	Nuclear	Electricity, Medical
	Renewables	Hydro, Solar, Wind, Waves, Tidal, Battery, Hydrogen
Primary Industry	Aquaculture	Fish (ocean & pond), Oysters, Prawns
	Farms and Stations	Water Supply Systems (Farm Dams, Flood Irrigation, Sprinkler Irrigation, Drip Irrigation), Windmills, Fencing
	Machinery	Tractors, Tillers, Planters, Harvesters, Storage, Processing, Abattoirs, Refrigeration
Secondary Industry	Refineries	Chemicals, Oil, Sugar
	Materials	Alloys, Composites, Concrete, Iron, steel, Non-ferrous, Plastics, Timber
	Heavy Industry	Blast Furnaces, Explosives, Fertilizers, Foundries, Steel Mills, Cement Works
	Manufacturing	Aircraft, Car and Ship Building, Railway/Tramway Engines & Rolling Stock, Consumer/White Goods
Civics and Buildings	Civics	Art Galleries, Churches, Court Houses, Libraries, Museums, Recreational, Stadiums, Theatres, Public Spaces
	Commercial	Shopping Centres, Office Buildings
	Industrial	Factories, Warehouses
	Residential	Apartments, Houses
Transport - River, Rail and Road	River	Canals, Locks, Wharves, Ferries, Paddle Steamers
	Rail	Railway Construction, Trains, Trams, Bridges, Tunnels, Stations, Signalling, Workshops
	Road	Road Construction, Main Roads, Freeways, Bridges (including Pedestrian), Tunnels
Transport - Sea, Air and Space	Sea	Breakwaters, Jetties, Ports, Harbours, Wharves, Docks, Slipways, Ship Loaders, Lighthouses
	Air	Airfields, Air Terminals, Hangers, Air Traffic Control
	Space	Rockets, Satellites, Capsules, Space Station, Space Missions
Electricity	Applications	Lighting, Motors, Appliances
	Generation	Coal, Gas (see Energy Renewables for Hydro, Solar, Wind)
	Transmission	Network, Transformers
Information, Telecommunications and Electronics (ITE)	Telegraph and Telephone	Cables, Lines, Repeaters, Networks, Repeaters, Exchanges
	Broadcast	Radio, Television, Production, Transmission
	Wireless and Digital	Long Wave, Medium Wave, Short Wave, Microwave, Optic Fibre, Mobile
	Computing and Control Systems	Mainframe, Desktop, Laptop, Mobile, Hardware, Networks, Software, Instrumentation
Water	Flood Protection	Flood Storage, Levees, River Works, Drains, Compensating Basins, Pipelines, Drainage Recycling
	Irrigation	Dams, Channels, Piping, Pumping
	Wastewater	Sewers, Pumping Stations, Treatment Plants, Outfalls, Wastewater Recycling
	Water Supply	Bores, Dams, Desalination, Pumps, Pipelines, Reservoirs, Treatment
Defence	Army	Army Barracks, Training Grounds
	Navy	Naval Bases, Ships, Submarines
	Air Force	Air Base, Aircraft
	Weapons	Coastal Defences, Artillery, Tanks, Army Vehicles, Bombs, Missiles

APPENDIX D: - EHA WIKI WEBSITE: CHEAT SHEET

The Engineering Heritage Australia Wiki Website aims to be the repository of all engineering heritage information that is to be publicly available; and which has been collated by EHA and the respective engineering heritage branch committees. This document helps new users/contributors to access and edit pages.

VIEWING THE WEBSITES:

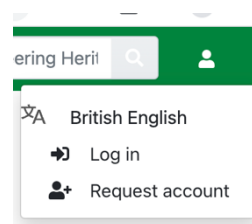
Anyone can view the current Engineering Heritage Australia website by visiting:

Engineering Heritage Australia	https://heritage.engineersaustralia.org.au/wiki/Main_Page
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BECOMING A USER FOR THE WIKI WEBSITE:

If you would like to help improve the wiki, you need to become a user. Click 'Request account' under the menu item in the top right corner of any page. Enter the requested information. Your request will be sent to the website administrator to review and approve. Please contact the website administrator to ensure the administrator is aware of the request. A contact address is heritage.engineersaustralia@gmail.com.

Once you receive an email confirmation from the administrator, return to the website and sign in with your new account. If your joining is successful, you will now see the editing menu appear near the search box.

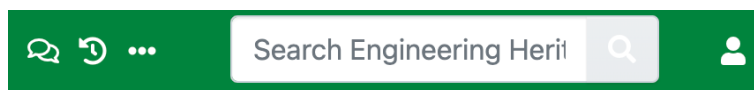


BASIC NAVIGATION:

A wiki site is a set of separate webpages that typically contain text and images. It is the links and navigation between webpages which makes a wiki site useful for visitors. The main navigation methods include the top menu, search function, category listing and direct links.

Search:

All pages are accessible from the search icon in the top right of every page.



Page Naming and Namespaces:

The wiki's content/data pages are currently divided into five standard namespaces. A page can only belong to one namespace. Each namespace can have its own specific page template, style and user access to help capture and display information relevant to the namespace. For example, the Person namespace seeks to capture important biography information, while the Place namespace is more focussed on geographical information.

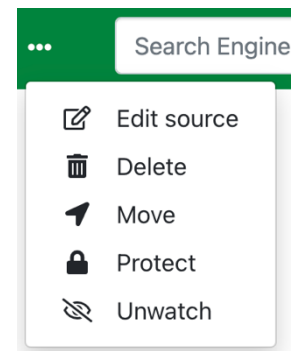
The current set of namespaces are Person:, Profile:, Place:, Event: and Organisation:.

Namespaces and Categories are used with the DynamicListPages3 Extension to automatically create an index of pages within a specific namespace or group of categories. An example is at https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State

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To see which namespace a page is assigned to, just check the page address in your browser. The word just before the colon is the namespace. Note there are also some administrative namespaces automatically generated by the site (File, Help, Module etc). If there is no colon, then the page is in the Main namespace. For a report that lists the webpages that are assigned to a specific namespace, go to the Tools button at the bottom left of every webpage; and after selecting 'Special pages' and 'All pages', select the namespace you are interested in from the drop-down list and select Go. A list of pages with that namespace will appear which can then be printed using 'Tools' and 'printable version'.

To change a page's namespace, you can Move the page by renaming it. Choose the Move action from the editing menus, then choose the appropriate namespace from the drop-down (you may need to scroll right down to the end) and enter a new name in the box provided. Add a reason to help with administrative review of changes and ensure the 'Leave a redirect behind' box is checked.



The preferred alternative to move is to create a new webpage with the new page name. This option requires existing material to be copied over and the old page then deleted. The pages editing history is also lost and any links to the old page will need to be updated, but this option keeps the number of webpages for future maintenance to a minimum.

Categories:

Every page can be categorised using keywords or phrases. A category can be used on many pages, and each page can have many categories. These categories are very powerful and can be used to create indexes of categorised pages. The EHA website has a standardised set of categories to enable pages to be indexed by Engineering Themes, Eras, Heritage Recognition, Organisations, People and States. A list of the EHA categories is attached as Appendix C.

To see which categories are assigned to a page, just look for the list at the bottom of any page.

Categories: [Rail](#) | [1851 - 1900: Gold Rushes](#) | [Engineering Heritage Marker \(EHM\)](#) | [Northern Territory](#)

The list links to auto-generated category home pages which lists all pages under that category. See an example 'Rail' home page here:

<https://heritage.engineersaustralia.org.au/wiki/Category:Rail>

Categories are hierarchically linked to form a category tree (like a site map). The top category in the tree is "Category: Australia's Engineering Heritage" and all other categories are linked below that. To view the Category tree, go to the Tools button at the bottom left of every webpage; and after selecting 'Special pages' and 'Category Tree', enter Aust, select "Category:Australia's Engineering Heritage" and then click on 'Show tree'. All categories will keep expanding until you see the down arrow.

Direct Links:

The last and most important way to get to a page is through a direct link to another page in the website (or external to the site). Including a range of direct links within each wiki page is very important. This allows a visitor to directly follow an interesting theme through to a more

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detailed page, and ‘go down the rabbit hole’! Direct links also mean the visitor is less reliant on understanding the structure that we have imposed on the site.

All Pages:

If all else fails, you can view a list of all pages in the site by going to

<https://heritage.engineersaustralia.org.au/wiki/Special:AllPages>.

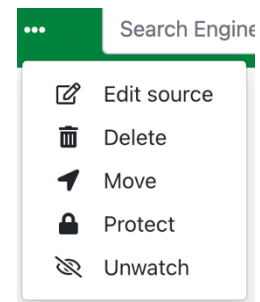
Remember to select namespace, default namespace is Main.

EDITING AN EXISTING PAGE:


Approved users who are logged into the site can edit any page. All edits are logged and can always be ‘rolled back’ if anything goes wrong, so don’t be afraid to jump in and experiment! To edit any existing page, simply click on the edit button near the search box for a simple visual editing box where you can add page content and format it just like with MS Word.



If you prefer, you can click on the ... and open Edit source for full editing options using special ‘wiki mark-up’ directly. An easy guide to simple mark-ups is included at the end of this document.



CREATING WIKI-LINKS:

There will be many opportunities to link (say) a Person to various pages related to Places, Organisations and Events which may also appear in the wiki. A link is easily created using the  icon in the Visual editor or Source editor. In the box that appears, start typing the Namespace (e.g. Person) to get a list of existing options. (Note – this functionality doesn’t seem to work across namespaces in the Visual editor – only in the Source editor??) The great thing is that even if the page doesn’t exist yet, a link can still be created, and will then be listed in the ‘Wanted Pages’ maintenance report at [Special:WantedPages](https://heritage.engineersaustralia.org.au/wiki/Special:WantedPages).

Some examples of links:

`[[Person:Albrecht,_Martin]]` < automatically links to

https://heritage.engineersaustralia.org.au/wiki/Person:Albrecht,_Martin

`[[Person:Albrecht,_Martin | Martin Carl Albrecht AO]]` < use this method if the page name doesn’t flow well with the text.

`[[Place:Pilbara_Heavy_Haul_Railways]]`

If you want to create a link to a file, it depends on if it is an image or a document.

`[[File:Example.jpg]]` << note the leading colon to create a link to the file>>. Without this colon, the file content would be displayed.

`[[Media:Example.pdf]]` to create a link to the file.

The wiki will automatically convert any spaces into underscores in the name. If the page exists, the link will show up as red. If the page doesn’t exist, the link will show as grey. For more on creating links, see the help pages at <https://www.mediawiki.org/wiki/Help:Links>.

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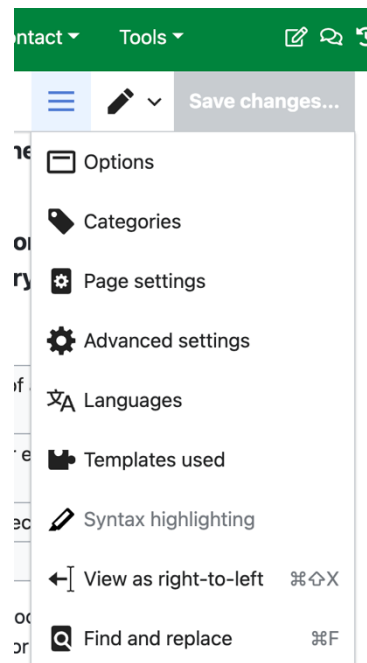
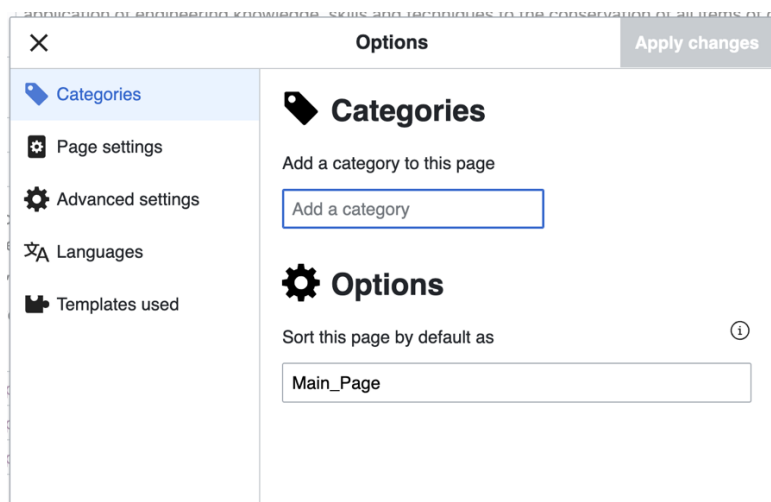
CREATING A NEW PAGE:

There are several ways to create a new page:

- clicking on any red link on an existing page;
- search for a page, and click the red link at the top of the results to create it; and
- enter the page name directly into the address bar, hit enter, then click the red link to create the page.

CATEGORISING A PAGE:

You can add categories (or manage existing categories) from the Categories menu while editing a page. Just start typing to find an existing category.



REFERENCING:

Creating inline references is easy, for example:

<ref>Palmer paper and some plans are available from SLWA Call No 002077.</ref>

TEMPLATE FOR CREATING COLUMNS ON A WEB PAGE:

```
<div class="row">
```

```
<div class="col-md-8">
```

Text/images on the left that are two thirds of the web page width

```
</div>
```

```
<div class="col-md-4">
```

Text/images on the right that are one third of the web page width

```
</div>
```

```
</div>
```

Column widths can be any combination that add up to 12.

To centre text on a page or within a column, use the following commands:

```
<div style='text-align: center:'>
```

TEXT

```
</div>
```

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EASY WIKI MARK-UP GUIDE:

Commands to be used at the start of every webpage that has a namespace:

`__NOTOC__` - Turns off automatic Table of Contents when using headings:

`{{DISPLAYTITLE:xxxxx}}` - Displays a web page title that is different to the web page name:

`{{DEFAULTSORT:xxxxx}}` - Determines sort position when displaying list of webpages by category:

Maps:

Display a map with the following command.

`{{#display_map:location=coordinates|domain=com|width=100%|zoom=14}}`

Get the coordinates from Google Maps using right click display coordinates and left click to copy coordinates. Zoom number is changed downwards to display a larger area.

Images:

Recommend that webpage use the 'thumb' format to enable the use of captions:

`[[file:xxxxx|thumb|400px|center|<small>caption
Source: source</small>]]`

For biography portraits, use `|thumb|200px|left|`

Format:	Insert table:	Insert links:
<code>==</code> Heading 2 <code>==</code> <code>*</code> Bullet items <code>#</code> Numbered items <code>:</code> Indent text <code>"</code> italic text <code>"</code> <code>"</code> bold text <code>"</code> <code>----</code> Horizontal line <code>
</code> Line Break Hard space - Option+Space on Mac, Control+Shift+Spacebar on Windows	<code>{ class="wikitable"</code> <code> +Caption</code> <code>! col1 heading</code> <code>! col2 heading</code> <code>! col3 heading</code> <code> -</code> <code> data data data</code> <code> -</code> <code> data data data</code> <code> }</code>	Insert external link <code>[http://www.google.com Link Text]</code> single space between address and Link Text. Insert internal link <code>[[name-of-page]]</code> <code>[[name-of-page Link Text]]</code> Insert file link <code>[[Media:file name.pdf]]</code> <code>[[Media:file name.pdf Link Text]]</code>

See <https://www.mediawiki.org/wiki/Help:Formatting> for more.

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WORK INSTRUCTION 1: CREATING BIOGRAPHIES

1. Collect all information to be used in the biography in a suitable folder for efficient access during file upload and web page editing. Text should be in Word and spell checked. Images should be suitably cropped and sized to the 0.3 to 1.5 MB size. Reference documents to be available in .pdf and compressed to less than 10MB size. Before uploading, rename all Biography image and .pdf files that are to be loaded to the website with a name that starts with 'BIO-####_FamilynameFirstname' followed by additional material describing the file. For example 'BIO-6099_GrantStan_Memo' or 'BIO-6199_ThomasAlfred_Image-11'. With 'BIO-####_FamilynameFirstname' at the front of every biography file name, this will assist finding files on the website using 'Name' sorting.
2. 'Log in' to the website, load images and documents using the 'Upload file' option available from the 'Tools' menu at the bottom left-hand corner of every webpage. Once all images and documents have been loaded, go to 'File list' displays the loaded files in descending date order. 'File list' is accessed by 'Tools/Special Pages/File list' (look under the heading 'Media reports and uploads').
3. Open a new window with a second version of the website. In the address bar at the top, delete 'Main_Page' and replace with 'Person:Surname,_Firstname'. Hit enter and if a webpage with this name does not already exist, a new webpage can be created.
4. On the new webpage, copy and paste the text from the biography Word document. At this point it is good practice to 'Save page' to create the webpage with the text that has been added.
5. Using either 'Visual Editing' or 'Source Editing', re-open the new biography webpage for further editing. There is a very comprehensive (36 pages) User Guide for Visual Editor at https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide. If possible, use 'Source Editing' as it is faster and only a limited range of scripts as described in the 'Cheat Sheet' are used in editing.
6. The first four lines of the biography are to use the following template:

```
{{DISPLAYTITLE:Sir John Parker}}
{{DEFAULTSORT:Parker, John}}
'''PARKER, John Edward,''' KB BCE(Hons) HonFIEAust (1904-1985)
[[File:J_E_Parker_Golf_Club.jpeg|thumb|200px|left|<small>Source: Royal Perth – A History of Golf in Australia's West 1895 to 2008</small>]]John was born on September ... remainder of text ...
```

- {{DISPLAYTITLE: }} determines Title at the top of the web page. Default is the page name.
 - {{DEFAULTSORT: }} determines in what order the page is sorted in webpage lists.
 - Third line has Bold for the person's full name (but not for the post-nominals or dates of birth and death); upper case for the surname. For the post nominals follow the advice in <https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/awards-and-honours>. More detail on Australian abbreviations is available at [https://en.wikipedia.org/wiki/List_of_post-nominal_letters_\(Australia\)](https://en.wikipedia.org/wiki/List_of_post-nominal_letters_(Australia)).
 - Fourth line includes a portrait image at top left with floating text to the right. If there is a source for the portrait image, this can be included as a caption. If no caption, finish with `]]`.
7. Next step is to check the text for formatting, spelling and corrections. Points to look out for are:
 - Enter another return at the end of each paragraph, to open-up the text on the page.
 - Consolidate the text if it's in too many single sentence paragraphs. Documents read more easily if paragraphs contain three to six sentences, but they need to be logically connected. Sometimes it helps to move some of the text around, to improve that logical relationship.
 - Use the person's surname the first time he/she is mentioned in any paragraph, and then use pronouns (he, him, etc.) to refer to the person thereafter in that paragraph, unless doing so might confuse the person with someone else mentioned in the text.

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- Avoid using people's initials in the text; so a 'K. J. Kelsall' will become 'Kelsall' or 'Ken Kelsall'; this again makes the text read rather than jerk.
 - Where there are references to other people, organisations or places mentioned in the text, consider creating extra links to other mywikis.wiki webpages.
8. During editing, it will be necessary to add in images, links to documents, links to other mywikis webpages or links to external webpages. Command formats for each of these are:
- 8.1 Images: can be .jpg, .jpeg, .png or .gif. Recommended format is
[[File:File name.extension|thumb|400px|right|caption]]
- 8.1.1 Get the 'File name.extension' from the File List that you opened at 2. by scrolling for the file name and then right click for 'Copy link address', left click to copy, go to the biography page where the file name is wanted, then Paste. After pasting remove the 'https://ehwa.mywikis.wiki/wiki/' as this external addressing is not needed.
- 8.1.2 Thumb is the preferred style; it allows a caption and framing.
- 8.1.3 400px is the width of the image, height is automatic. 400px can be changed to any whole number to change size.
- 8.1.4 Position can be left, right, center.
- 8.1.5 Any text between the last | and]] is the caption. Captions can be formatted and the preferred default is: |<small>caption
Source: source</small>|]]
- 8.2 Documents: .pdf preferred
Similar to images, but usually linked, not embedded in the page. To link, replace the command 'File' with 'Media'. 'File' displays content on the webpage, 'Media' opens in a new webpage.
[[Media:File name.extension|text]] Option for 'text' is to use the words 'available here.'
- 8.3 Internal links
[[namespace:name|text]] 'text' is usually the title of the page being linked.
To avoid errors, best practice is to copy the 'namespace:name' from the linked webpage.
- 8.4 External link
[full web page address starting with http text that describes the web page](Note, space, not |)
or paste the full web page address in as text, in which case the web address will be displayed.
9. At any time, you can use 'Show preview' to see what the editing will look like. If doing a lot of editing, use 'Save changes' on a regular basis to avoid losing work if there is a web page glitch.
10. References and Publications are added at the bottom of the page. Put in a line between the text and References: by typing ----. Publication titles should be in Italics. All References etc should be in <small>. It may be necessary to use the 'New line'
 command at the end of each reference.
11. Review Categories. Best done using the 'Visual editing' option. After opening 'Visual editing' go to the three horizontal bars on the right and open 'Categories'. Edit existing categories or add additional categories. At the very least a biography should include the categories of 'Biography', a Discipline and the Capitalised first letter of the surname, e.g. P for Parker, as this enables the listing on the Biographies by Surname webpage. Other categories can be added as appropriate. Start typing a category name and it will present the category options that already exist. A category tree is available at 'Tools/Special pages/Category tree' under 'Lists of Pages'. Type the first letter of the State name in the category box and enter the 'State name Engineering Heritage', then click 'Show tree' to display the websites categories in an expanding hierarchal list.
12. Before logging off, check that the biography is appearing in the alphabetical listing under the drop-down menu item of 'People/Biographies by Surname'.

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WORK INSTRUCTION 2: CREATING ENGINEERING HERITAGE RECOGNITION PROGRAM (EHRP) ITEMS

1. Collect all information to be used in the webpage in a suitable folder for efficient access during file upload and web page editing. Text should be in Word and spell checked. Images should be suitably cropped and sized to the 0.3 to 1.5 MB size. Reference documents to be available in .pdf and compressed to less than 10MB size. Before uploading, rename all image and .pdf files with a file name that starts with 'EHRP-####_CurrentFileName'. The #### is the unique EHRP number. See Work Instruction 4 for more information. This file naming will assist finding files on the website using the 'Name' sorting functionality.
2. All items that are recognised with an Engineering Heritage Marker have a nomination document approved by the EHRP Committee. They also often have ceremony reports and information panels that provide additional information.
3. To provide EHRP information in a standard layout, recommended EHRP webpages use the following Word template:

__NOTOC__

{{DISPLAYTITLE:Title}}

{{DEFAULTSORT:Title}}

<div class="row">

<div class="col-md-8">

TEXT

[[File:Best available image|thumb|800px|center|<small>Caption
Source: Attribution</small>]]</div>

<div class="col-md-4">

[[File:Additional images|thumb|400px|center|<small>Caption
Source: Attribution</small>]]

[[File:Additional images|thumb|400px|center|<small>Caption
Source: Attribution</small>]]

{{#display_map:location= Google map co-ordinates|domain=com|width=100%|zoom=14}}

</div>

</div>

== Engineering Heritage Recognition Program ==

{| class='wikitable'

|| Marker Type || Engineering Heritage Marker (EHM) or National Marker (EHNM) or International Marker (EHIM) (can use older titles)

|-

| Award Date || dd Month yyyy

|-

| Heritage Significance || TEXT

|-

| Nomination Document || [[Media:wiki file name|Available here.]]

|-

| Ceremony Booklet
Ceremony Report || [[Media:wiki file name|Ceremony Booklet Available here.]]
[[Media:wiki file name|Ceremony Report Available here.]]or Not Available.

|-

| Plaque/Interpretation Panel || [[Media:wiki file name|Available here.]] or None Installed.

|}

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Explanations of the above commands:

`__NOTOC__` (Prevents a Table of Contents if Headings used)
`{{DISPLAYTITLE:Item Title}}` (Sets 'Page Title' rather than default of webpage name)
`{{DEFAULTSORT:Item Title}}` (Controls sorting rather than default of webpage name)
`<div class="row">` (Sets up two thirds/one third column layout so that
`<div class="col-md-8">` images and map appear to the right of the text)
`TEXT` *Introductory text to the EHRP Item. Recommended word count somewhere between 100 and 600 words, ideally between 200 and 300 words. Note that these are the words that interested public will first see when they access the webpage using the QR code at the physical site.*
`[[File:Best available image|thumb|800px|center|<small>Caption
Source: Attribution</small>]]` (Large size image centered below the introductory text)
`</div>` (Ends the two thirds column)
`<div class="col-md-4">` (Sets up one third column for images and map)
`[[File:Additional images|thumb|400px|center|<small>Caption
Source: Attribution</small>]]`
Additional images to include photos of plaque and/or interpretation panel and their surroundings.
`{{#display_map:location=co-ordinates from Google Maps|domain=com|width=100%|zoom=14}}`
Coordinates of the plaque/interpretation panel or item as appropriate (use Google Maps, right click on spot, left click on numbers [e.g., -31.978905307645263, 115.85712517045272] and paste into co-ordinates from Google Maps). Can have multiple locations/maps. Put a title under multiple maps.
`</div>` (Ends the one third column)
`</div>` (Ends columns)
`| Heritage Significance || TEXT` *a 30 to 60 word statement providing a summary of the items Heritage Significance (can usually be extracted from the Nomination Document)*

4. For an Engineering Heritage Item of Interest, use the same template but do not include the Engineering Heritage Recognition Program table.
5. 'Log in' to the website, load images and documents using the 'Upload file' option available from the 'Tools' menu at the bottom left-hand corner of every webpage. Once all images and documents have been loaded, go to 'File list' which displays the loaded files in descending date order. 'File list' is accessed by 'Tools/Special Pages/File list' (look under the heading 'Media reports and uploads').
6. Open a new window with a second version of the website. In the address bar at the top, delete 'Main_Page' and replace with 'Place:Item Title'. Hit enter and if a webpage with this name does not already exist, a new webpage can be created.
7. On the new webpage, copy and paste the template text at Item 3 above. At this point it is good practice to 'Save page' to create the webpage with the text that has been added.
8. Using either 'Visual Editing' or 'Source Editing', re-open the new webpage for further editing. There is a very comprehensive (36 pages) User Guide for Visual Editor at https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide. If possible, use 'Source Editing' as it is faster and only a limited range of scripts as described in the 'Cheat Sheet' are used in editing.
9. At any time, you can use 'Show preview' to see what the editing will look like. If doing a lot of editing, use 'Save changes' on a regular basis to avoid losing work if there is a web page glitch.
10. Review Categories. Best done using the 'Visual editing' option. After opening 'Visual editing' go to the three horizontal bars on the right and open 'Categories'. Edit existing categories or add categories. At the very least every EHRP Item should include an 'Engineering Theme', a 'Heritage Recognition', an 'Era' and a 'Region' Category. Inclusion of Categories along with use of the Namespace 'Place:----' enables the webpage to be listed in Dynamic Page Listing (DPL) webpages.
11. Before logging off, check that the EHRP Item is appearing in the alphabetical listing under the drop-down menu item of 'Places/Places by Region'.

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WORK INSTRUCTION 3: EHA DIGITAL DRIVE

EHA Digital Policy

Commencing in September 2023, all Engineering Heritage Australia (EHA) documents (EHRP nominations/reports/images, Oral History recordings/transcripts, Committee Meeting papers/selected emails etc.) are to be stored as digital versions only. There are no EHA paper archives. Earlier paper documents, where available, are to be scanned and only the digital versions retained.

All digital material is to be stored on an EHA Digital Drive. The primary purpose of the EHA Drive is to be an archive of EHA digital files. It is not intended that it be used as a document management system with version control and multi user editing. It is acknowledged that document drafting and editing will continue to be done on volunteers personal computers and shared via emails.

The EHA Drive is to be the location for final approved versions and to provide a location for a backup copy of all files that are loaded to the EHA websites. Before up-loading to the EHA Drive, editors are to rename files as described in Work Instruction 4.

Following a review of options for an EHA Drive, establishment of a Google Drive was selected. A Google account with the name 'Engineering Heritage Australia' was created using the email address heritage.engineersaustralia@gmail.com. Included in the Goggle account is access to a Google Drive which provides up to 15GB of cloud storage for free. Additional cloud storage of 100 GB, 200GB or 2TB can be purchased for A\$25, A\$44 or A\$125 annual payment.

The EHA Webmaster for the EHA wiki website will also manage the EHA Drive and is the custodian for the heritage.engineersaustralia@gmail.com password. For security and succession purposes the EHA Webmaster will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.

Drive Security

The EHA Google Drive has been established with the following security settings:

- the Drive is restricted to people who have been specifically provided with access;
- only specific people (Editors) can organise, add/delete/edit folders and files;
- other people (Viewers) who are given access can view, download or print files;
- to enable anyone to load (edit) files to the EHA Google Drive, a folder <Engineering Heritage Australia / Open Folder> has been established with General access set at 'Anyone on the internet with the link (to this folder) can edit (sign in required).
- All Editors, Viewers or anyone using the Open Folder can only access the EHA Google Drive via a Google account. More information on opening a Google account is available in the section below.

Google Account

To access the Engineering Heritage Australia Google Drive, all users require a Google account. A Google account is free; and it is not necessary to create a@gmail.com address. A Google account can be created with any valid email address. Creation of a Google account requires minimal personal information and if only used to access the EHA Drive, does not attract emails or advertising.

The EHA Webmaster needs to be advised of the email address for a user's Google account. This address is then added to a 'Shared' command to grant access. Once a user has a Google Account, has been granted access by the Webmaster; and is logged in to their Google account, they can access their Google apps which includes Drive. After accessing Drive, go to 'Shared with me' and a user will then be able to see the Engineering Heritage Australia Folders to which they have been provided access.

All EHA National and State Committee members who advise a Google account address will be granted access as 'Viewer'. Specific users representing either a Committee or a Website will be given 'Editor'

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access to their respective folders. A register of users and the access granted will be maintained by the EHA Webmaster.

Drive Structure

The folder structure will evolve over time and is currently as follows:

name	
ENGINEERING HERITAGE AUSTRALIA	Australian Capital Territory (ACT)
EHA Website	EHA Website
Engineering Heritage	National (EHA)
Engineering Heritage News	Newcastle (NEWC) Committees
Engineering History	Northern Territory (NT)
Heritage Engineering	Queensland (QLD)
Home	South Australia (SA)
Tours and Maps	Sydney (SYD) Committees
Website Backups	Tasmania (TAS)
Website Large Files	Uploads Folder (Anyone on the internet with the link can edit (sign in required))
National (EHA)	Victoria (VIC)
EHA Committees	Western Australia (WA)
Awards Committee	
EHA Website Committee	
EHRP Committee	
Heritage Engineering Committee	
National Committee	
EHA Projects	
2019 Centenary Books	
2024 Review of Practice Notes	
Newcastle (NEWC) Committees	
Northern Territory (NT)	
Queensland (QLD)	
South Australia (SA)	
Sydney (SYD) Committees	
Tasmania (TAS)	
Uploads Folder (Anyone on the internet ...	
Victoria (VIC)	
Western Australia (WA)	

Storage as at 9 May 2024 was 13.75 GB.

For each of the Committees, the recommended minimum sub menu structure is:

- ◇ Agendas
- ◇ Contact List
- ◇ Correspondence
- ◇ Minutes
- ◇ Other

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WORK INSTRUCTION 4: FILE NAMING IN THE EHA GOOGLE DRIVE

Introduction

File naming conventions are required to ensure EHA has a consistent approach to its file and folder naming structure. This will provide clear identification and version control, and orderly storage and retrieval of documents, images and other digital items.

These conventions are to be used for file naming on the EHA website and EHA Google Drive. It is also recommended for EH Branch storage to allow simple transfer of files between EHA and EH Branches.

Element Types

A file name should comprise a small number of elements which best describe its contents. These elements may be:

- a. Project/Subject
- b. Author/Personal Name
- c. Date
- d. Version
- e. Document Type

Element Style and Order

Only use alphanumeric characters in file name elements. Do not use special characters other than underscore `_`, dash `-` or normal bracket `()`.

Keep file names short, but meaningful so that a file in isolation can be identified clearly without the need to open or inspect it, e.g. when included in emails or transferred between storage locations.

Order the elements in a file name in the most appropriate way to retrieve the record. Elements should be ordered from the most relevant to lesser relevance in terms of distinguishing between the primary reference for a file. The file names of records relating to recurring events should include the date and a description of the event, e.g. meeting agendas and minutes should have date first then subject.

Projects and/or issues should have general name first, then more specific divisions.

Correspondence should include the name of the correspondent, subject, date and whether it is incoming or outgoing correspondence.

Element Delimiters

Elements and their components should be separated by a delimiter.

1. Elements should be separated by an underscore (`_`), which is a quasi-standard for field delimiting. Spaces should not be used, as some search tools do not work with spaces.
2. Capitalize the first letter of each word within an element (preferable). A hyphen (`-`) may also be used to delimit words within an element.

Examples:

1. EHA_NationalCommittee_Membership-2023.docx
2. EHRP_Guidelines-2017.pdf
3. EHA_PracticeNotes##_GuidelinesForResearchingArchives.pdf

Project/Subject

The EHA National Committee will confirm folder names and hierarchies of webpages which will clarify naming conventions. File names need not duplicate folder names but should have sufficient elements to be clearly identifiable when viewed as a stand-alone file.

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For Biographies (refer Work Instruction 1 - Para 1), rename all Biography image and .pdf files that are to be loaded to the website with a name that starts with 'BIO-####_FamilynameFirstname' followed by additional material describing the file. For example 'BIO-6099_GrantStan_Memo' or 'BIO-6199_ThomasAlfred_Image-11'.

For all Engineering Heritage Recognition Program (EHRP) items (refer Work Instruction 2 - Para 1), rename all files that are to be loaded to the website with a name that starts with 'EHRP-####_CurrentFileName'.

For both Biographies and EHRP items, the #### number is allocated as per the following system:

0001 to 1999	National Biographies and EHRP (EHIM, EHNH and EHM) Markers
2001 to 2999	NSW Biographies and Items of Interest (Sydney 2001 to 2499, Newcastle 2501 to 2999)
3001 to 3999	VIC Biographies and Items of Interest
4001 to 4999	QLD Biographies and Items of Interest
5001 to 5999	SA Biographies and Items of Interest
6001 to 6999	WA Biographies and Items of Interest
7001 to 7999	TAS Biographies and Items of Interest
8001 to 8999	NT Biographies and Items of Interest
9001 to 9999	ACT Biographies and Items of Interest

Numbers are to be sequential as and when created.

Author/Personal Name

A personal name in a file name should give the family name first followed by the first name and/or initials e.g. JohnMonashAward_2017_SmithGeorge_Nomination or _SmithGR_.

Dates and Numbers

A number in a file name should always be at least a two-digit number, i.e. 01-99.

A hyphen (-) should be used to delimit numbers within an element.

A date in a file name should always state the date 'back to front', i.e. YYYY-MM-DD, YYYY-MM, YYYY or YYYY-YYYY e.g. 2023-09-12_EHRPCommittee_Minutes.docx

Version

The version number of a file should be indicated in its file name by the use of "v" followed by the version number e.g. EHAStrategicPlan_2023_v02

Avoid descriptive terms regarding format or version (e.g. draft, memo) at the start of file names, they should be at the end, e.g. BudgetReport_2006-2007_Draft_v03

References

1. Purdue University - Libraries and School of Information Studies - File Naming Conventions [https://guides.lib.purdue.edu/c.php?g=353013&p=2378293#:~:text=A%20File%20Naming%20Convention%20\(FNC,and%20commonalities%20between%20your%20files.](https://guides.lib.purdue.edu/c.php?g=353013&p=2378293#:~:text=A%20File%20Naming%20Convention%20(FNC,and%20commonalities%20between%20your%20files.)
2. University of Melbourne – Guides – Document Naming Conventions <https://records.unimelb.edu.au/guides/naming-conventions>
3. Exadox - Folder and File Naming Convention – 10 Rules for Best Practice <https://exadox.com/en/articles/file-naming-convention-ten-rules-best-practice>
4. YorkU - Tip Sheet 6 - Naming Conventions for Electronic Files and Folders <https://ipo.info.yorku.ca/tool-and-tips/tip-sheet-6-naming-conventions-for-electronic-files-and-folders/>
5. *Standard Naming Conventions for Electronic Records*, University of Edinburgh Records Management Section <https://www.ed.ac.uk/records-management/guidance/records/practical-guidance/naming-conventions>

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WORK INSTRUCTION 5: EHA WIKI WEBSITE INTRODUCTION/TRAINING MATERIAL

Introduction

Before confirmation of account request by person/s who wish to create and edit webpages on the EHA website, they must complete an introductory session provided by the website's administrator. Content of the session is as follows:

1. Background and history of ehwa.wikidot.com and ehwa.mywikis.wiki;
(Launched December 2019, now 300+ biographies, 70 places and did reach 200 visits per month)
2. MediaWiki Software;
3. Services from MyWikis;
4. History of State websites;
5. Requirement for single EHA heritage.engineersaustralia.org.au website
6. Copyright responsibilities:
Before creating and editing webpages, all editors should read 'An Introduction to Copyright in Australia' available as INF0010 at <https://www.copyright.org.au/browse/book/ACC-An-Introduction-to-Copyright-in-Australia-INFO010>.
A copy of Appendix C: which provides a quick reference to 'Duration of copyright' is included as the following pages.
7. Introduction to Tools on top menu and Editing options;
8. Introduction to Tools on bottom menu and Special Pages;
9. 'About Engineering Heritage Australia' webpage;
10. Download of Website Guideline and Operating Manual;
11. Main pages (Administrator) and Namespace pages (Users);
12. Questions followed by one-on-one training where required.

Appendix C:

Duration of copyright

Table 1: General Rules (except where a Government owns copyright)

	Type of material	Factors affecting duration	Copyright has expired if:	Duration if work still in copyright on 1 January 2005
A	Works first published anonymously or under a pseudonym ¹ (except B)		first published before 1 January 1955	year first published + 70 years
B	Photos first published anonymously or under a pseudonym		taken before 1 January 1955	year first published + 70 years
C	Photographs (except B)		taken before 1 January 1955	life of creator + 70 years
D	Engravings (except A)	published during creator's life	creator died before 1 January 1955	life of creator + 70 years
		not published during creator's life	first published before 1 January 1955	year first published + 70 years
E	Artistic works (except A, B, C & D)		creator died before 1 January 1955	life of creator + 70 years
F	Computer programs (except A)		creator died before 1 January 1955	life of creator + 70 years
G	Literary, dramatic and musical works (except A & F)	made public ² during creator's life	creator died before 1 January 1955	life of creator + 70 years
		not made public during creator's life	made public before 1 January 1955	year made public + 70 years
H	Cinematograph films (Underlying works such as screenplays and music are also protected)	made before 1 May 1969 and regarded as "dramatic work" ³	creator of film as dramatic work died before 1 January 1955	life of creator of film as dramatic work or of cinematographer (whichever longer) + 70 years
		made before 1 May 1969 and not regarded as "dramatic work"	made before 1 January 1955	life of cinematographer + 70 years
		made on or after 1 May 1969	none in public domain by 1 January 2005	year first published + 70 years
I	Sound recordings (Underlying works are separately protected)		made before 1 January 1955	year first published + 70 years
J	Broadcasts (Underlying works are separately protected)	made before 1 May 1969	All in public domain	not protected at all
		made on or after 1 May 1969	none in public domain by 1 January 2005	year made + 50 years
K	Published editions ⁴		first published more than 25 years ago	year made + 25 years

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Table 2: Material made, or first published, by a Commonwealth, State or Territory Government

Note: These rules also apply both where the government of the owner of copyright and where the government would be the copyright owner under the general rules, but has made an agreement to the contrary with the creator or maker of the material.

	Type of material	Factors affecting duration	Duration
L	Photographs and engravings	made before 1 May 1969	year made + 50 years
		made on or after 1 May 1969	year first published + 50 years
M	Artistic works (other than L)		year of making + 50 years
N	Literary, dramatic and musical works		year first published + 50 years
O	Cinematograph films	made before 1 May 1969 and regarded as "dramatic work"	year first published + 50 years
		made before 1 May 1969 and not regarded as "dramatic work"	year made + 50 years
		made on or after 1 May 1969	year first published + 50 years
P	Sound recordings		year first published + 50 years
J	Broadcasts (Underlying works are separately protected)	made before 1 May 1969	not protected at all
		made on or after 1 May 1969	year made + 50 years
K	Published editions*		year made + 25 years

- i Where the identity of the author is not known and cannot be ascertained by reasonable inquiry.
- ii "Made public" here means published, performed, broadcast, or recorded and offered for sale.
- iii Films made before 1 May 1969 are regarded as "dramatic works" if "the arrangement, the acting form or the combination of incidents represented gives the work an original character".
- iv A "published edition" means the typographical arrangement and layout of a published work.
- v A "published edition" means the typographical arrangement and layout of a published work.